



## Minutes of a meeting of the Policy, Resources and Finance Committee held on 9 May 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

**Committee Members Present:** Councillors K Critchley (Chairman), D Budd (Vice Chairman), M Cotton, Z Gover, K Green, V Green, M Russell, D Robinson, C Turner

**Officers present:** N Gray, Town Clerk & RFO, G Pettifer, Deputy Clerk

The Chairman welcomed Cllr Ezzard to the meeting.

### **742. Apologies for absence**

There were no apologies.

### **743. Declarations of interest**

There were no declarations of interest.

### **744. Public participation time**

Cllr Ezzard spoke on behalf of the Station Steering Group who had liaised with Dorset Council over signage for the Station Car Park

### **745. Confirmation of the minutes of the previous meeting**

Minute. 676 should read Cllr Critchley not Cllr Budd

Minute. 685 should read 'Committee wished to proceed' and not 'Committee which to proceed'.

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources and Finance Committee, held on 28 March 2023, were **APPROVED** subject to the above amendments and would be signed by the Chairman following the meeting.

### **746. Matters arising from the minutes of the previous meeting**

There were no matters arising.

### **747. Payment of outstanding creditors**

It was noted that receipts from Just Parking Ltd had been erroneously entered as payments. This had been amended and circulated to members prior to the meeting, which reduced the payment of outstanding creditors from £27,788.53 to £25608.52.

It was **RESOLVED** the payment to creditors in the sum of £25,608.52 be **APPROVED**.

### **748. Invoice for Visit Wareham software**

Members discussed a request to make an ex-gratia payment for an invoice of £503.76 to Lewis-Fry Publishing in respect of booking software connected to the Visit Wareham website.

The Committee agreed that payment of the invoice could not be made, as it was not addressed to Wareham Town Council and would raise issues of financial

mismanagement and possibly VAT fraud. In addition, it was considered that the payment had been included as part of the invoice the Council had paid for the last quarter of 2022/23 year's Visit Wareham website invoice.

It was **RESOLVED** not to make payment for the invoice.

#### **749. Remembrance Day Parade Arrangements**

The Clerk requested that the Committee considered arrangements for the Remembrance Day Parade on 12 November 2023.

It was **RESOLVED** that the road closure should be outsourced in the same way as 2022 and the Clerk should engage with contractors as soon as possible.

#### **750. Car Parking Machines**

The Clerk updated members in respect of the charges for the Just Park car parking app used in Howards Lane car park. Just Park have mandated a 0.12p booking fee per transaction, payable by the app user, and a 12% MID fee (the charge made for using the payment system). However, they have waived the £50 per month management fee. The contract would be for 3 years with a rolling 12-month agreement on the same terms. The current signage at the ticket machines would have to be replaced to advertise the charges, and Just Park would provide stickers for this.

The Deputy Clerk presented the report regarding the options for maintaining the parking ticket machines when the 3G network is switched off by providers in 2024. The Deputy Clerk also noted there were some snagging issues which needed addressing, which could be carried out at the same time as the upgrade.

It was **RESOLVED** to request information for possible upgrading to 5G modems rather than 4G, with delegation to the Chair, Vice Chair and Town Clerk to instigate this if it were possible and the price was considered reasonable.

It was **RESOLVED** to adopt Option 1 and upgrade the modems to 4G in the existing car parking machines if 5G modems were not available.

#### **751. Memorial Bench Policy**

The Deputy Clerk presented the draft policy for consideration and members noted the following amendments to be made:

- Page 2, first para, change "Wareham Town Council" to "The Council".
- Page 2, fifth para, add the words "by law" after "or trees is not permitted".
- Page 2, ninth para, exchange the word "park" with the word "location".
- Page 3, fifth para, change "Wareham Town Council" to "The Council".
- Page 3, sixth para, change "Wareham Town Council" to "The Council".
- Page 3, seventh para, change "Wareham Town Council" to "The Council".

It was **RESOLVED** to adopt the Policy on Memorial Benches, Trees, and Shrubs subject to the above amendments.

**752. Any other items the Chairman deems urgent**

The Clerk provided an update on the EV chargers in Howards Lane and reported that Dorset Council had agreed to pay the Masonic Hall's legal fees for the wayleave agreement so that the installation could proceed.

**753. Date of next meeting**

It was noted that the next meeting of the Policy, Resources, and Finance Committee was scheduled to be held at 7.00pm on 20 June 2023.

Chairman..... Date.....